

## Action Plan

### DCB Web Page Team Action Plan (draft)

Item	Sequence	Action	Description	Recommendation
1	1	Finalize site design	Adopt or modify Mock-up design and desired features list.	Adopt general framework and fine tune elements such as TOC, navigation model, and file structures.
2	1	Determine Budget	Determine available resources for establishment, support, and maintenance of new site	A budget is key in making many decisions regarding the new site
3	1	Set Schedule for Key Tasks	Identify certain key content and features with dates for implementation.	Set milestones associated with critical items from desired features list, and decision points for important items from DFL.
4	2	Graphic Design	Develop concepts for backgrounds, logos, montage (for splashpage), icons, etc.	Consider assignment to VDB graphic artist or graphic sections.
5	2	Select Server HW	Decide on platform for new site	Power PC Macintosh (180+ MHz 604)
6	2	Select Server SW	Decide on server and support software for new site (scripting language, database, HTML editors, converters, etc.)	WebStar server. Remaining tool selection is implementation team task.
7	2	Convert Existing Content	Reformat current site content into the layout	Assign to individuals with need or desire to improve web-related skills. However, consider doing initial development in concert with style guide.
8	2	Develop New Content	New items such as Welcome, what's new, current research area summaries, and products.	Implementation team task. However, consider doing initial development in concert with style guide.
9	2	Navigation Model	Standardized means of moving throughout the site.	(see implementation plan)
10	3	Styleguide	Develop a series of recommendations, suggestions, and templates to guide the update of current content and development of new content	Implementation team task

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11	3	Modify PerfPlans	Plans should indicate the need to contribute content to the site in the context of the SQF.	Branch Management task.
12	4	Verify Functionality	Check and modify if necessary the site using most popular web browsers.	Navigator (versions 2, 3, etc.), Explorer, Mosaic, Lynx, etc.
13	4	Select Authoring Tools	Software and Training Materials for developing web content.	Possible tools include Claris HomePage, Adobe PageMill, PageSpinner, and Adobe Acrobat (Expander and Distiller) among others.
14	4	Security Issues	Determine what levels of security are needed for various content types.	Implementation team task.
15	4	Complete implementation plan	Develop plan for incorporating remaining items on desired features list -- especially critical and important features.	Implementation team task.